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ABSTRACT

This report reviews the progress of the California Community Colleges in carrying out the intent of a recent Assembly Resolution which specified that fee structures, admission policies, and financial aid policies and programs at institutions of public postsecondary education shall not discriminate against part-time students and students choosing to combine or alternate education with other learning experiences. The first section reviews admissions requirements, concurrent high school-community college enrollments, re-entry procedures, residency requirements, and minimum course load requirements for veterans benefits and social security recipients. A section on fee structure reviews the establishment and use of student fees. A review of student financial aid policies reports methods of needs determination, the eligibility of part-time students for financial aid, and FOPS student course load requirements. The report concludes that community colleges vary regarding the manner in which their fee structures, admission policies, and financial aid policies apply to part-time students; that community colleges attempt to be equitable in the way they meet the needs of full-time and part-time students, but that financial constraints often limit the extent to which part-time students can be served; and that a more detailed study of community college policies and procedures relating to part-time students is needed. (Author/DC)

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Board of Governors of the
California Community Colleges
June 18-19, 1975

Item 8

Title: Part-Time Students

Staff presentation: Clarence Mangham, Assistant Chancellor,
Educational and Facilities Planning

Summary

The Legislature has requested public segments of higher education to report to the California Postsecondary Education Commission on or before July 1, 1975, regarding Assembly Concurrent Resolution 161, dealing with part-time students.

Recommended action

The Board should adopt a motion to accept the report on ACR 161 for transmittal to the California Postsecondary Education Commission.

JC 750 398

Abstract

ACR 161 specifies that fee structures, admission policies, and financial aid policies and programs at institutions of public postsecondary education shall not discriminate against part-time students and students choosing to combine or alternate education with other learning experiences such as work or travel. All public segments of higher education are requested to report to the California Postsecondary Education Commission on or before July 1, 1975, on their progress in carrying out this intent.

Because of an open-door policy and the nature of their programs, California Community Colleges do not require students to enroll on a full-time basis. Although no tuition is charged in California Community Colleges, there are courses, such as adult education, which may require the payment of fees. Fee structures and financial aid policies vary among Community College districts, and the submission of data regarding these policies to the Chancellor's Office is not routinely required.

Federal guidelines for student financial aid have been modified to allow for participation of students enrolled half-time (or six semester units). However, each college district is allowed to determine its own priorities in terms of the full-time vs. half-time status.

Title 5 regulations for EOPS limit student participation to those students enrolled for a minimum of 12 units. EOPS statistics from Community Colleges show that there is still an unmet need for students under $6,000 enrolled on a full-time basis.

Efforts are being made to obtain a profile of part-time students in Community Colleges. A more detailed study is required in order to obtain specific data on district policies regarding fees, admissions and student financial aid.

Background

Admission Procedures

Under existing legislation, Community Colleges are obligated to admit any high school graduate or any other person who is over 18 years of age and who is capable of profiting from the instruction offered. Section 25503.5 of the Education Code permits any 11th or 12th grade high school student to attend a Community College as a special part-time student under recommendations of the high school principal. The number of students attending a Community College from a specific high school cannot exceed 15% of the total number of 11th or 12th grade students enrolled in the high school at the time of the recommendation.

Each special part-time student must attend high school classes for at least the minimum school day. These students are not eligible for financial assistance at the Community Colleges, since they are still officially high school students. However, support services are not denied on the basis of high school attendance. Services such as tutoring are usually structured in a relaxed atmosphere, and students can attend on a drop-in basis.

Each Community College has specific admission procedures which must be followed by students. Re-entering students who have not been enrolled for one or more semesters in most instances are required to file a new application. A Community College may admit students from outside California as "nonresident students." Before enrolling, students transferring from other states or foreign countries must present evidence of previous enrollment as required by the Community Colleges to which they are transferring.

For the purposes of determining residency, a student must have been a California resident for more than one year immediately preceding the residence determination date in order to qualify as a "resident student" for admission and tuition purposes. A residence determination date is set for each academic term and is the date from which residence is determined for that term. Students who are not legal residents of California are required to pay tuition fees at a rate determined by the local board of trustees.

These requirements also apply to foreign students who are residents of another country. Military personnel and migratory agricultural workers may be entitled under special circumstances to resident classification. In some cases, local boards of trustees have adopted the option that non-resident students enrolled for 6 units or less shall not be subject to the non-resident fees.

California Community Colleges do not specify minimum course load requirements except when students desire to meet certain requirements such as those specified by the U.S. Department of Health, Education and Welfare for social security or veterans benefits. Students are also provided with alternative means to obtain credit for coursework other than the traditional lecture and laboratory type. Credit is offered to students enrolled in work-experience and field practice, cooperative education courses and others such as credit for participating in student government activities.

Community College fees

By law, California Community Colleges do not charge registration or tuition fees for legal residents of the district. Under Education Code provisions, Community Colleges may charge service fees for student parking, health services and physical education courses requiring use of non-district facilities. Although laboratory fees are usually not required, students may be asked to pay for the breakage or loss of damage to school property.

Any student enrolled at a Community College may purchase a student body card. Student body fees, when charged, are payable during registration. The payment of these fees entitles students as members of the Associated Student Body to participate in intercollegiate sports or represent the students in a variety of capacities. In some instances, part-time students are allowed to serve as student body officials.

Associated Student Body fees have a wide variety of uses in Community Colleges and are sometimes an object of controversy between administrators and students. It is commendable that in many Community Colleges these fees are used for special scholarships, grants for needy students, and for support of a student emergency loan program. Each student body organization sets its own standards for student participation in any student-sponsored program. It is up to local boards of trustees to determine the need for student fees.

Student financial aid policies

Student financial aid resources are available to Community College students who need assistance in order to stay in school. Financial aid funds are administered in accordance with established national policies of financial assistance for education. Policies are established based on the premise that parents have the primary responsibility for helping students to meet educational costs. The amount of expected parental contribution is determined by the financial aid administrator of the college upon careful consideration of net family income, number of dependents in the family, allowable expenses, indebtedness, and assets.

Recent federal guidelines for the federal College Work-Study Program, Supplemental Educational Opportunity Grant Program and the National Direct Student Loan Programs have extended student eligibility to those enrolled at least on half-time basis. Guidelines for the Basic Educational Opportunity Grant Program for 1975-76 also allow students enrolled for less than full-time to qualify. Institutions are given the flexibility to develop their own student financial aid application procedures in addition to determining their own priorities in the use of funds.

Because of the Board's commitment to serving part-time as well as full-time students, a student financial aid policy concerning part-time and full-time students was adopted in September 1974. In this policy the Board recognizes that traditionally aid programs have limited part-time student participation. New attendance patterns in Community Colleges are emerging in which part-time students, though older, may plan to take an A.A. degree or transfer to a four-year institution.

Many Community Colleges have extended their program offerings in order to meet the needs of part-time students. Accreditation reports in Community Colleges have shown that there is a definite need also to extend most student services to evening students who are usually part-time and older than their full-time counterparts.

Following is a breakdown of student classifications compared to the average age of students:

Credit	22-24
Non-Credit	29-30
Full-time	19-21
Part-time	25-29
Day	19-21
Evening	25-29

In view of these trends, Community College districts must be very careful in their fiscal planning. The defined-adult category refers to students 21 years of age or over and enrolled in fewer than ten class hours a week. These students are funded at a lower level and when added they generate on the average less state aid than that generated for full-time students.

As a result, districts with high part-time enrollments may find themselves under fiscal restraints to extend all services to part-time students. Within these constraints Community Colleges are making efforts to offer equitable services to all students.

Title 5 regulations for EOPS state that in order to receive financial assistance student must be enrolled for a minimum of 12 units at a Community College or a minimum of 14 contact hours in Community College courses. If a student should drop below the 12-unit requirement because of educational deficiencies, alternative work-experience related courses are offered to the student. In no instance is an EOPS student denied support services because of a drop in units.

A proposal to serve at least 10% of part-time students who met EOPS criteria has been considered and approved by the Board provided funding becomes available for this purpose. While the needs of part-time students are evident, there is a need to obtain a better profile on part-time students in Community Colleges. Plans for a statewide study on the part-time student are under way by the Chancellor's Office.

The EOPS program in California Community Colleges requires that all students be enrolled for a minimum of 12 units or 14 contact hours. The full-time requirement has been emphasized for two main reasons. The primary reason, and perhaps the most crucial, is the level of unmet need for students enrolled on a full-time basis who meet the program criteria. The 1973-74 EOPS evaluation report show that 54% of all potential EOPS students were not served due to a lack of funds.

The second reason for the full-time requirement has to do with the nature of EOPS in Community Colleges which stresses a combination of student aid funds with student support services such as tutoring and peer-counseling. The combination of all support services provided on an individual basis to meet the needs of these "high-risk" students is considered to be the main factor for the success of the EOPS program in Community Colleges.

Conclusions

1. Community Colleges vary regarding the manner in which their fee structures, admission policies and financial aid policies apply to part-time students.

2. In general, Community Colleges attempt to be equitable in the way they meet the needs of full-time and part-time students. However, financial constraints frequently limit the extent to which part-time students can be served.

3. A more detailed study of the policies and practices of Community Colleges relating to part-time students is required to determine the effectiveness with which the needs of part-time students are met.

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